



## **Employment Tax e-file System**

### **Form 8633, Application to Participate in the IRS *e-file* Program**

#### **Supplemental Instructions for 94x XML Applicants**

These instructions were based on communication exchanged between personnel from the IRS Suitability Policy Team, Electronic Tax Administration (ETA) and the Andover Submission Processing Center (SPC). Below is some helpful information for business trading partners in filling out the **new Form 8633 (Rev. July 2003)** in questionable areas and where and how it should be submitted.

**Helpful Hints for filling out the Form:**

1. For current/existing business trading partners, fingerprint cards/proof of professional status are not required with the application unless an individual of the firm listed on page 2 of the application is being added. If there are questions regarding your status, please contact the e-Help Desk at 1-866-255-0654 (toll free).
2. If the applicant is not an existing business trading partner with the IRS, finger print cards are required per Publication 1345, Chapter 2, for all responsible officials, corporate officers, owners or partners unless the individuals, partners, owners, etc. are either Enrolled Agents (EA), Certified Public Accountants, Attorneys, Banking Officials or an officer of a publicly owned corporation. In those instances, proof of professional status must be submitted with the application. This would include a copy of the EA's enrollment card, the CPA's certificate/license, etc. The finger print card should state "ERO Certification" for the reason in the fingerprint box. The fingerprint cards can only be obtained from the Andover Campus, call 1-866-255-0654.
3. Unless you will be transmitting return data **directly** to the IRS, please check the "no" box in line 2d.
4. Line 2e, any trading partner developing software (either to directly sell/market or strictly for business purposes), should check the "yes" box. As a reminder, the software must successfully pass assurance testing with the IRS to be approved for filing.
5. If you or your organization participates in more than one of the e-file for Business programs, you should submit a single Form 8633 which includes all of the returns that you file. This will help to expedite the processing of your application.
6. Ensure the application contains the appropriate signatures in sections 7, 8, and 9.

**Submitting the Forms:**

**Mail completed Forms 8633 to the Andover Submission Processing Center:**

Internal Revenue Service  
Andover Campus  
Attn: EFU Acceptance  
Testing Stop 983  
P.O. Box 4099  
Woburn, MA 01888-4099

**You May Also Send your application via overnight mail to:**

Internal Revenue Service  
Andover Campus  
Attn: EFU Acceptance  
Testing Stop 983  
310 Lowell Street  
Andover, MA 05501-0001

**If you have questions, or require assistance completing the Form 8633 –**

**Phone: 1-866-255-0654 (toll-free)**